

**BYLAWS OF THE
GALLATIN COUNTY DUI TASK FORCE**

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**BYLAWS OF THE
GALLATIN COUNTY DUI TASK FORCE**

**ARTICLE ONE
Creation of Task Force**

Section 1. Statutory Authority. The Gallatin County DUI Task Force (DUI Task Force) is established under the Montana Highway Traffic Safety Program, Title 61, Section 2, Part 1 of the Montana Code Annotated.

Section 2. Resolution Creating the Task Force. The Gallatin County Board of County Commissioners (County Commissioners) created the DUI Task Force on March 1, 1984, and passed Resolution No. 2011-116, Resolution 2012-008 and Resolution 2012-048 ratifying and reforming the DUI Task Force on December 6, 2011, January 31, 2012, and June 26, 2012, respectively.

ARTICLE TWO

Statutory Powers and Duties of the DUI Task Force

Section 1. Powers and Duties. The DUI Task Force has the powers and duties provided in Section 61-2-106, MCA.

Section 2. Purpose. The Purpose of the DUI Task Force is to study the problem of alcohol-related traffic accidents and recommend a program designed to:

- a. prevent driving while under the influence of alcohol;
- b. reduce alcohol-related traffic accidents; and
- c. educate the public on the dangers of driving after consuming alcoholic beverages or other chemical substances that impair judgment or motor functions.

**ARTICLE THREE
TASK FORCE COMPOSITION**

Section 1. Members. The DUI Task Force is composed of eleven (11) citizens of Gallatin County and twelve (12) law enforcement/agency members for a total of twenty-three (23) members. Law enforcement/agency members must be actively employed by a state, local or municipal law enforcement agency, City or County Attorney's office, or similar governmental agency or department or non-governmental entity involved in social programs for benefit of the community, including without limitation:

- 1) Montana Highway Patrol

- 2) Bozeman Police Department
- 3) Belgrade Police Department
- 4) Gallatin County Sheriff's Office
- 5) Three Forks Police Department
- 6) Manhattan Police Department
- 7) West Yellowstone Police Department
- 8) Gallatin County Attorney's Office
- 9) Bozeman City Attorney's Office
- 10) Alcohol and Drug Services of Gallatin County
- 11) Montana State University Police Department, and
- 12) Associate Students of Montana State University

Law enforcement alternate members may be appointed by County Commissioners.

Section 2. Terms. Terms of office are three (3) years, except the County Commissioners may appoint new members to one (1) year or two (2) year terms to establish staggered terms, create more diversity and avoid blanket turnover of the membership. All members are limited to a maximum of six (6) years of uninterrupted service, and must take one (1) year off before becoming eligible for re-appointment.

Section 3. Absenteeism. The proper functioning of the DUI Task Force is seriously impaired by the absence of its members. If a member has three (3) consecutive unexcused absences from regularly scheduled meetings during a twelve (12) -month period, the County Commissioners shall replace that member.

Section 4. Vacancies. Vacancies shall be filled by the County Commissioners for the unexpired portion of the term. Prospective vacancies shall be posted at least one (1) month prior to filling the vacancy.

Section 5. Compensation. Members are not entitled to salary and are not otherwise compensated. Members may be reimbursed for necessary transportation expenses and other actual and necessary expenses as approved by the DUI Task Force.

Section 6. Conflict of Interest. A transaction in which any member has a conflict of interest must be disclosed on the record. That member may not participate in discussion of the matter or motion being considered, and shall not attempt to exert personal influence with respect to the matter, either at or outside the meeting. Such non-participation may necessarily include leaving the meeting.

Section 7. Subcommittees. Subcommittees may be created as needed to conduct the business of the DUI Task Force. Subcommittees shall consist of no more than five (5) persons and at least two (2) members of the board on any such committee that shall have a singular purpose. Subcommittees shall comply with public meetings and records law and maintain minutes of all

meetings.

ARTICLE FOUR

Officers

Section 1. Elections. A Chair and Vice Chair shall be elected at the second regular meeting in each fiscal year, and shall serve until the second regular meeting in the following fiscal year.

The Chair elected to fill vacancies shall serve until the second regular meeting in the following fiscal year.

Section 2. Chair. The DUI Task Force shall elect a Chair who shall:

- a. conduct all meetings and business;
- b. have a right to participate in debate, being a co-equal member of the DUI Task Force;
- c. vote on all motions, and not only where the vote of the chair would create or break a tie;
- d. appoint Members to Subcommittees as necessary to achieve the goals of the DUI Task Force;
- e. submit to the County Commissioners a budget and a financial report for each fiscal year and an annual report meeting the requirements of Section 61-2-106, MCA; and,
- f. bring a copy of these Bylaws to every meeting or designate a Parliamentarian who shall have charge of the Bylaws during a meeting.

Section 3. Vice Chair. The DUI Task Force shall elect a Vice Chair who shall conduct all meetings and business in the Chair's absence.

Section 4. Secretary. The DUI Task Force may elect one of its members as Secretary, who shall in addition to other duties specified by the DUI Task Force:

- a. keep minutes of the meetings of the members in one or more books provided for that purpose;
- b. see that all notices are duly given in accordance with the provisions of these Bylaws and as required by law; and,
- c. bring a copy of these Bylaws to every meeting.

In the absence of a Secretary, whether through vacancy in the office or for other reasons, a member of the DUI Task Force may be requested to take minutes for the Coordinator.

Section 5. Treasurer. The DUI Task Force may elect one of its members as Treasurer, who shall in addition to other duties specified by the DUI Task Force:

- a. oversee the Coordinator's compilation of the budget, financial transactions and accounting performed by the Coordinator and shall act as a consultant to the coordinator regarding fiscal issues.

In the absence of a Treasurer, the Vice Chair shall perform these duties.

Section 6. Coordinator. The DUI Task Force shall recommend from a pool of eligible candidates a Coordinator to act as liaison between the DUI Task Force, the County Commissioners, and general public. The Coordinator shall be paid a monthly stipend in an amount to be set by the County Commissioners. The Coordinator will have advisory powers but no voting authority. The Coordinator shall in addition to other duties specified by the Task Force:

- a. prepare an annual budget and monitor all financial transactions of the DUI Task Force and present a monthly report to the DUI Task Force. The Coordinator is authorized to approve all normal monthly maintenance and operating bills; and
- b. work with the Secretary to insure all notices are given for meetings in accordance with state law and shall act in the capacity of the Secretary in the absence of an elected or appointed Officer, including insuring a copy of the Bylaws are present at each meeting;
- c. obtain statistics and information for the Annual Report. The Coordinator shall prepare the Annual Report for approval and recommendation by the DUI Task Force to the County Commissioners;
- d. implement programs and actively perform the directives of the Task Force;
- e. be available to speak and/or participate in all DUI Task Force approved community projects and attend all Statewide or National DUI related meetings approved by the DUI Task Force;
- f. act as an advisor to the DUI Task Force with regard to

public outreach, DUI education and DUI prevention; and,
g. act as a spokesperson for the DUI Task Force.

ARTICLE FIVE

Meetings

Section 1. Annual Organizational Meetings. The first regular meeting in each fiscal year shall be the annual organizational meeting to:

- a. receive new members and have them take the oath of office;
- b. accept nominations for Chair, Vice Chair, Secretary and Treasurer for election at the second meeting of the year.

The second regular meeting in each fiscal year shall be for the business of electing Officers and approving the Annual Report to the County Commissioners containing but not limited to:

- a. an evaluation of the effectiveness of the program;
- b. the number of arrests and convictions in the county for driving under the influence of alcohol and the sentences imposed for these convictions;
- c. the number of alcohol-related traffic accidents in the county; and
- d. any other information requested by the County Commissioners or considered appropriate by the DUI Task Force; and

Ratification of the budget and financial report for the fiscal year shall be proposed and submitted to the County Commissioners at the May meeting.

Section 2. Regular Meetings. DUI Task Force meetings are held on the third Wednesday of the month in each of the following months: February, May, June, September and November, or as may be called according to these bylaws with public notice, at 5:30 PM in the Yellowstone Room, 121 N Rouse. DUI Task Force meetings are open to the public. The Coordinator shall give notice by publication in the community meeting announcement section of a newspaper of general circulation in the County.

Section 3. Special Meetings. Special meetings shall be at

the call of the Chair, the request of the County Commissioners, or the request of the Coordinator and two Members.

Section 4. Quorum. At least five members must be present to constitute a meeting quorum. Provided that a quorum exists, action may be taken by a majority vote of the members present and voting. There is no proxy voting.

Section 5. Parliamentary Procedure. The Chair, being a co-equal member of the DUI Task Force, shall in addition to presiding, have a right to participate in debate, and shall vote on all motions, and not only where the vote of the Chair would create or break a tie.

A motion, once stated and seconded, limits the debate to points relevant to the motion. Prior to a formal motion being stated, general discussion of and the presentation of information relevant to an agenda item being considered is in order.

Before the consideration of any measure or the taking of any action of significant public interest, the Chair shall allow members of the audience to be heard. The Chair may reasonably limit audience participation at any time.

Provided that a quorum exists, reconsideration of any action of the DUI Task Force may be allowed at any time, upon motion of any member. In order to reconsider a previous action of the Task Force, a majority of the quorum must vote to reconsider.

Routine matters, such as setting meeting times and adjournment, may be by consensus rather than by motion and vote.

For all procedural matters not specifically covered in these Bylaws, parliamentary authority may be found in Robert's Rules of Order, Newly Revised (Scott, McMillan, 1990 Edition).

Section 7. Notice to Members of Meetings. The Coordinator shall notify all members of all meetings either in person, telephonically, via electronic mail, or in writing. No special meeting shall be held unless diligent efforts have been made to notify all Members.

Section 8. Open Meeting Requirements. All meetings of the DUI Task Force are open to the public in accordance with Section 61-2-106(2), Mont. Code Ann., and the Open Meetings laws of the State of Montana.

To comply with the spirit and intent of the Open Meeting Law, public notice shall be given by the Coordinator of all regular and special DUI Task Force meetings. Notice shall be provided by publication as per Article Five, Section 2 above.

Section 9. Agenda. Agenda items shall be submitted to the Coordinator the Friday before a meeting. The Coordinator shall post and publish the agenda 48 hours prior to a meeting. An agenda item shall be included allowing public comment on any public matter that is not on the agenda and which is within the jurisdiction of the Task Force.

Section 10. Minutes. Minutes of all DUI Task Force meetings shall be kept by the Coordinator, Secretary or designee, and shall be signed by the Secretary, Coordinator or designee preparing the minutes and by the Chair after approval at the next meeting.

The Minutes need not have detailed reports of discussions but shall have all motions and a vote summary, including the final vote on all actions and the vote of each member, as well as the names of members present, members absent, staff, and public present. All records shall be preserved consistent with the public records law and Gallatin County policies.

ARTICLE SIX

Budget and Fiscal Year

The fiscal year begins on July 1st each year.

The DUI Task Force shall consider, approve, and present for the consideration of the County Commissioners, a preliminary budget on or before the first day of May each year. Such budget and financial report shall be ratified at the 2nd regular meeting of the fiscal year upon approval of the County Commission.

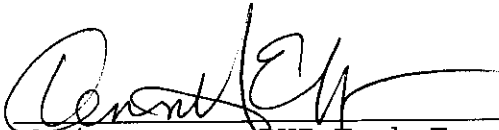
ARTICLE SEVEN

Amendments to Bylaws

These Bylaws may be altered, amended or repealed and new bylaws may be adopted by the affirmative vote of a majority of members present and voting and with the consent and approval of the County Commissioners.


ARTICLE EIGHT
Approval of Bylaws

These Bylaws were approved March 26, 2013.



Chairperson, DUI Task Force

March 26, 2013
Date



Chair, Gallatin County Commission

March 26, 2013
Date

Copies:
Gallatin County Commissioners
DUI Task Force Members
County Attorney